## Certified Center Site Visit Checklist

## Multiple Sites

Visiting Representative Name (see back for instructions):						
Grantee and/or Jurisdiction:						
Site #1 CIWMB ID:	Date:	/	/			
Center Name:						
Street Address:						
City/Zip:						
Employee Name:						
CIA III CHANAD ID						
Site #2 CIWMB ID:	Date:	/	/			
Center Name:						
Street Address:						
City/Zip:						
Employee Name:						
C!4- #2 CIWAAD ID.	Data					
Site #3 CIWMB ID:	Date:	/	/			
Center Name:						
Street Address:						
City/Zip:						
Employee Name:						
Center Requirements						
		e #1	Site		Site	_
	Site Yes	e # <b>1</b> No	Site Yes	e #2 No	Site Yes	e #3 No
1. Is the Certified Center sign posted so it is visible from the street?						_
— — — — — — — — — — — — — — — — — — —	Yes					_
street?  2. Does the center employee claim to accept uncontaminated	Yes					_
street?  2. Does the center employee claim to accept uncontaminated used oil from everyone that brings in used oil for recycling?  3. Does the center employee claim to offer the recycling incentive or approved coupon to everyone that brings in used	Yes					_
<ul><li>2. Does the center employee claim to accept uncontaminated used oil from everyone that brings in used oil for recycling?</li><li>3. Does the center employee claim to offer the recycling incentive or approved coupon to everyone that brings in used oil for recycling?</li><li>4. Are written procedures for preventing the acceptance of</li></ul>	Yes					_
<ol> <li>Street?</li> <li>Does the center employee claim to accept uncontaminated used oil from everyone that brings in used oil for recycling?</li> <li>Does the center employee claim to offer the recycling incentive or approved coupon to everyone that brings in used oil for recycling?</li> <li>Are written procedures for preventing the acceptance of contaminated used oil available on-site?</li> <li>Is a list of local government facilities or businesses that</li> </ol>	Yes					_
<ol> <li>2. Does the center employee claim to accept uncontaminated used oil from everyone that brings in used oil for recycling?</li> <li>3. Does the center employee claim to offer the recycling incentive or approved coupon to everyone that brings in used oil for recycling?</li> <li>4. Are written procedures for preventing the acceptance of contaminated used oil available on-site?</li> <li>5. Is a list of local government facilities or businesses that will accept contaminated used oil available on-site?</li> <li>6. Has this center operator, corporate office, or local government advertised that the center accepts used oil from</li> </ol>	Yes					_

State of California CIWMB 665 (Rev 9/02)

Comments			
Site #1:			
Site #2:			
Site #3:			
Follow up			
Site #1:			
Site #2:			
Site #3:			

## **INSTRUCTIONS:**

**Visiting Representative Name:** Name of person conducting the site visit. If contractor conducts site visit, please list both name of contractor and company name.

**Grantee and/or jurisdiction:** Name of County or city of the grantee.

**CIWMB ID:** The actual ID number given at the site of the certified center. If not known please locate it at our website. http://www.ciwmb.ca.gov/UsedOil/CrtCntrs.asp

Date: Day the site center was visited.

**Center Name:** The actual name of the business as seen by the public.

**Street Address:** Location of business must not be a P.O. Box.

City/Zip Code: Actual city and zip code of location.

**Employee Name:** The name of the person answering the site questions.

**Center Requirements:** Answer Yes or No.

**Comments:** Indicate outstanding problems such as the need for signs, written procedures to prevent accepting contaminated oil, list of places that accept contaminated oil, or other requirements not met by the center.

**Follow-up:** What was done to address the center needs and/or deficiencies, i.e. the need for signs, employee training, or references of places to dispose of contaminated used oil (local government).

Call (916) 341-6457 or FAX (916) 341-6467 Board staff for information. Copies of this form are available on CIWMB website at <a href="https://www.ciwmb.ca.gov/UsedOil/CertCenters/">www.ciwmb.ca.gov/UsedOil/CertCenters/</a>.